

MUNIS IMPLEMENTATION PROJECT

Donna M. Walsh
Finance Director
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The Beginning

- MUNIS was originally purchased in 1998

- Version 5

<u>Module</u>	<u>Live Date</u>
Payroll/Personnel	1 / 1 / 1999
AP/GL/PO	7 / 1 / 1999

- 21 User License
 - Centralized Operations
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The Beginning

- ▶ All Town and School Revenue processed through ADMINS software
 - Real Estate/Personal Property
 - Motor Vehicle Excise
 - Departmental Receipts

Purchased 1980

Customized Software

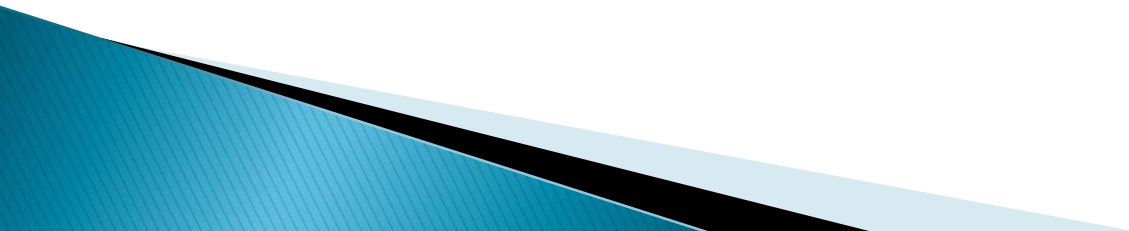


PROJECT JUSTIFICATION

DOR Town & School Financial Study – May 2010

“We recommend that the MUNIS system be expanded to allow for the decentralized data–entry of purchasing requisitions, vendor invoices and payroll at the departmental, school or program level”

“This would create efficiencies in accounting processes, reduce paper consumption and free up financial staff time”



PROJECT JUSTIFICATION

- ▶ Blum Shapiro Strategic Information Technology Plan – March 2010

- ▶ Findings:

- The Town has Non-Integrated Financial Systems

- This situation forces a large number of inefficient manual processes and duplication of information

- The Town has Aging Customized Systems for Key Processes (Revenue Billings, Collections and Accounts Receivable) Using the Admins Database

- Users do not have access to timely information
 - Requires IT Resources to customize system

PROJECT JUSTIFICATION

- ▶ Blum Shapiro Strategic Information Technology Plan – March 2010

- ▶ **Recommendations:**

- Replace Customized Admins Systems with Commercial Software

- Prioritize modules within Admins for replacement

- Consider integrated software solution

- Evaluate and Implement MUNIS General Billing, Miscellaneous Receipts and Accounts Receivable Modules

- Eliminates timing issues for recording of receipts

- Fully integrated with the MUNIS general ledger



PROJECT JUSTIFICATION

- ▶ **Blum Shapiro Strategic Information Technology Plan – March 2010**

- ▶ **Finding:**

 - MUNIS Financial Application is Not Fully Utilized

 - Very limited access – most employees do not have access

 - This situation forces a large number of inefficient manual processes related to Purchase Requisition, Budgeting, Human Resources and Time and Attendance

- ▶ **Recommendation:**

 - Increase Utilization of Existing MUNIS Modules

 - Provide Town/School-wide access to MUNIS

 - Decentralize purchasing process

 - Decentralize time and attendance

 - Implement MUNIS Budgeting Module

PROJECT JUSTIFICATION

▶ Powers and Sullivan Management Letter

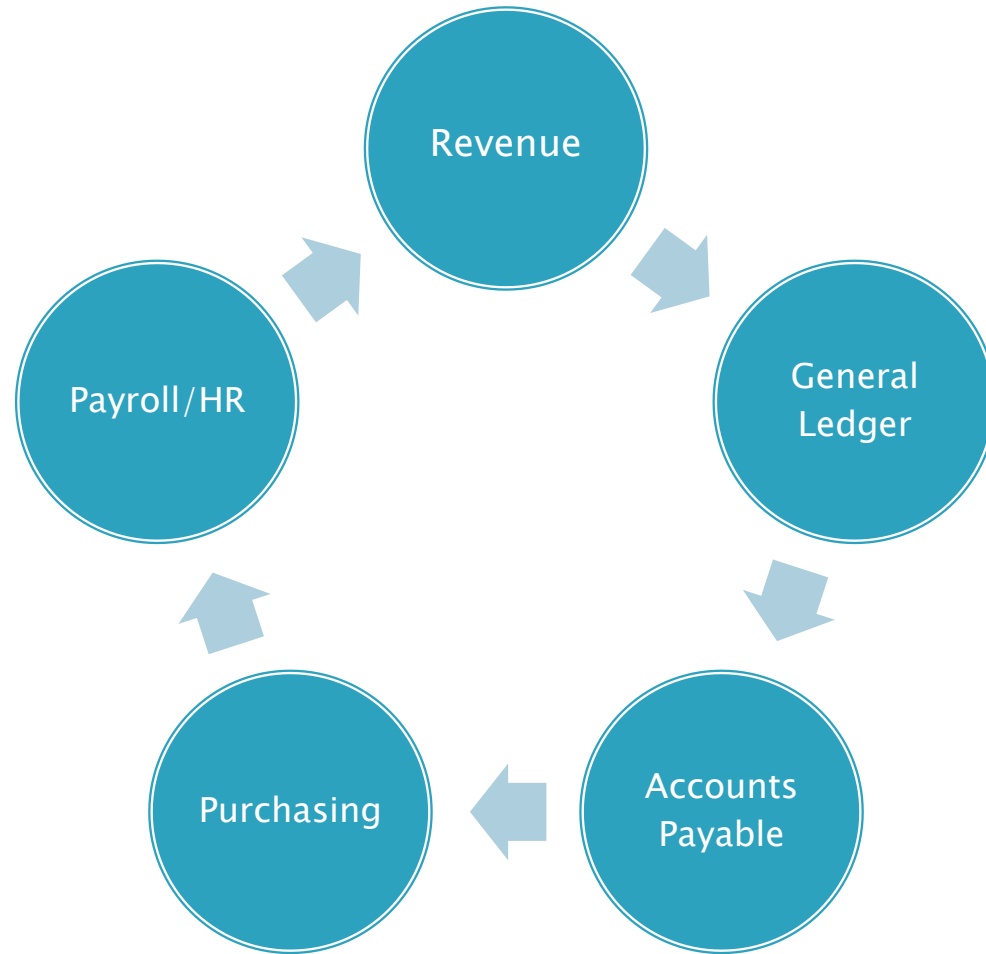
◦ FY11 Comments

- Develop and Implement a Formal Procurement Policy and Integrated System
 - Recommend that the Town consider implementing the automated purchasing module for MUNIS
- Integration of Treasury Software
 - Recommend that the Town...consider implementing a streamlined system capable of generating data on a real-time basis

▶ In-House Survey

- Town Accountant has met with many departments who stated that they would like access to MUNIS

Integrated Financial Software



Project Status (FY12–FY14)

	FY12	FY13	FY14	Status
Go-Docs/Tyler Forms	☑			In-Process (AP Checks, PO Form) Will allow paperless PR Direct Deposit
Miscellaneous Receipts		☑		Completed
Upgrade to Current Version		☑		Upgrade to V9.3 complete 10/17/12
Purchase Unlimited User License		☑		Installed 10/17/12
Decentralize PO Entry/workflow/electronic approvals		☑		Consulting session held 10/2/12 Role Based Security in process Beta Dept will be P&F – Begin Jan 2013/Complete All Town Depts by June 2013/School FY14
Real Estate/Personal Property		☑		Conversion of three years all activity, also convert additional outstanding balances/Complete for FY14 Prelim Bills June, 2013

Project Status (FY12–FY14)

	FY12	FY13	FY14	Status
Decentralize Budget Entry/Access to General Ledger Acct Inquiry and YTD Budget– School		☑		30 New Users Established/Role Based Security Complete/Training of school personnel to be scheduled
Access to General Account Inquiry/YTD Budget – Town		☑		Establish New Users/Role Based Security/General Fund Only/Complete by April, 2013
Establish Accrual Tables to Track Sick, Vacation, Personal Time – Time and Attendance – Town		☑	☑	As Time Allows/Potential issues with language in bargaining agreements
Tax Title (FY14 CIP)			☑	Integrates with Real Estate
Motor Vehicle Excise (FY14 CIP)			☑	Last Admins Module to be converted
Employee Self–Service (FY14 CIP)			☑	Allows employees access to view balances, history of wages and deductions/paperless
Decentralize AP Entry			☑	Once PO Decentralization is complete
Decentralize PR Entry				Future Project Under Consideration

Other MUNIS Modules

▶ Future Year Options

◦ Already Available

- Dashboard – Custom layout of frequently used screens to make user accessibility easier
- Position Control – Tracking of open and filled positions, assists with budgeting
- General Billing – Uses would include Police and Fire Details, Health paid over the counter, links directly to general ledger

Purchase

Applicant Tracking – Analyze/Replace School Recruiter if viable

Tyler Content Manager – Electronic document imaging and indexing

Project and Grant Accounting – track multi-year projects

Treasury Management – Cash Flow forecasting, bank reconciliation

Student Activity Tracker – management and review of transactions, assist in reconciling